Purpose

Use this procedure to display a view of an employee's catch-up and/or refund for health, dependent life, and/or employee optional life plans.

Prerequisites

- Employee has been successfully enrolled into benefit plans.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources ➡ Personnel Management ➡ Administration ➡ HR Master Data ➡ PA20-Display HR Master Data

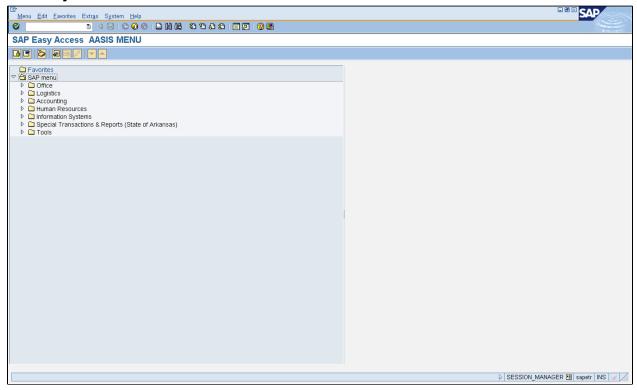## Transaction Code

PA20

Tips and Tricks

- Payments for catch-ups are listed by pay periods.
- Miscellaneous plans are driven primarily by entries keyed through HRBEN0001 and HRBEN0014.
- Changes to existing miscellaneous plans can only be made by EBD staff.

Procedure

1.   Start the transaction using the menu path or transaction code.
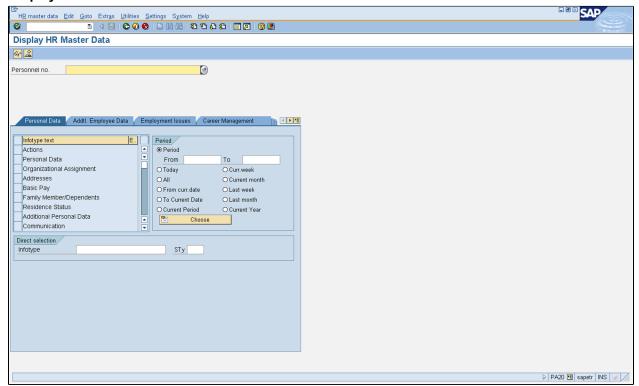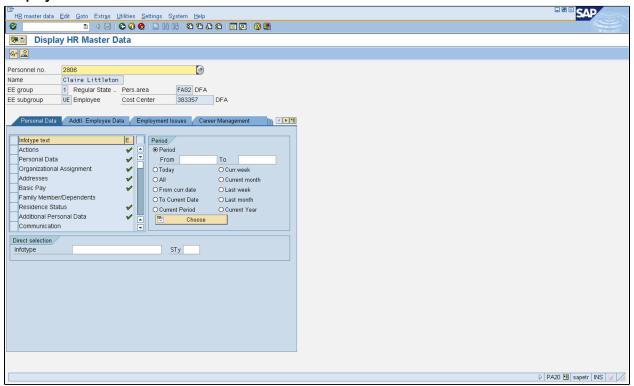
SAP Easy Access AASIS MENU

2.   As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter **Display HR Master Data** transaction. **Example:** PA20

3.   Click **Enter** ✅.

Display HR Master Data

4. As required, complete/review the following fields:
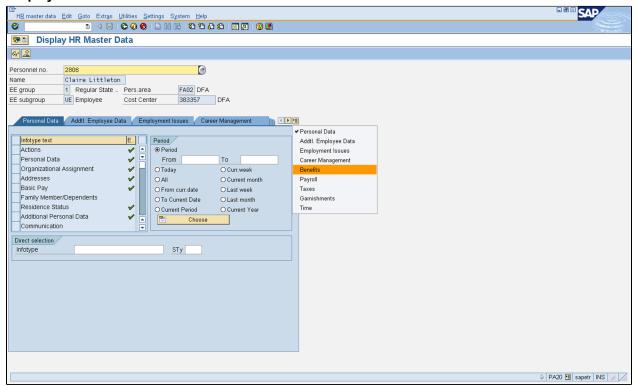
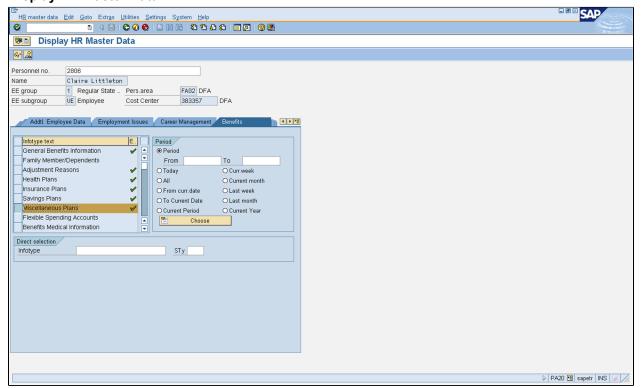| Field	R/O/C	Description
Personnel no.	Required	Enter the employee's **personnel number**. **Example:** 2806

5. Click **Enter** ✅.

Display HR Master Data

6.   Click drop-down icon ⚏.

Display HR Master Data

7. Click Benefits menu item Benefits .
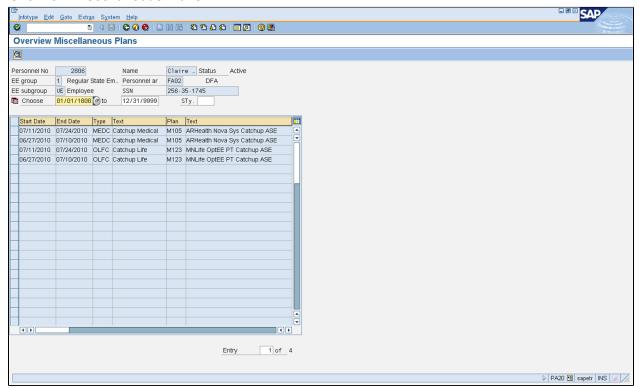
Display HR Master Data

8.   Click to select   ☐ Miscellaneous Plans . Infotype 0377.

9.   Click **Overview** 🔳.

Overview Miscellaneous Plans
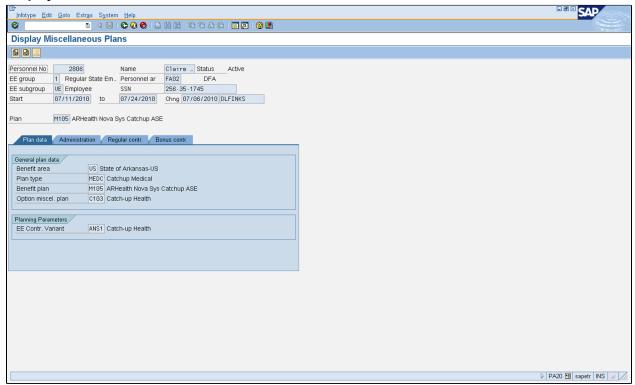
10. Click to select

| 07/11/2010 | 07/24/2010 | MEDC | Catchup Medical | M105 | ARHealth Nova Sys Catchup ASE |

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11. Click **Choose** .

Display Miscellaneous Plans

12. As required, complete/review the following fields:

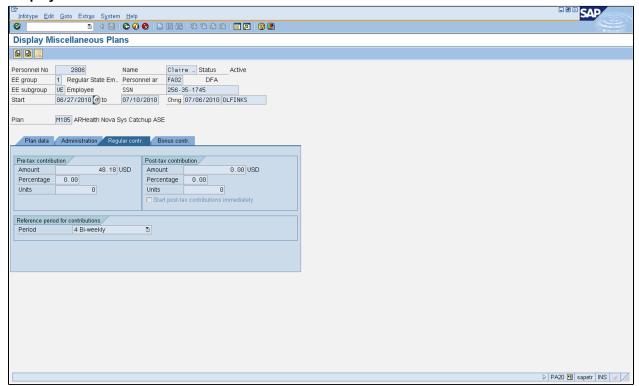| Field	R/O/C	Description
Start	Required	**Note:** Plan is listed by the pay period. **Example:** 07/11/2010

13. Click **Next** record 📄.

14. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	**Note:** Plan is listed by the pay period. **Example:** 06/27/2010

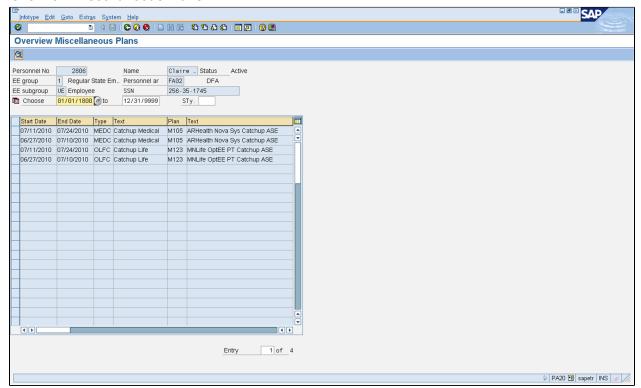15. Click Regular contr. tab Regular contr. .

Display Miscellaneous Plans

16. As required, complete/review the following fields:

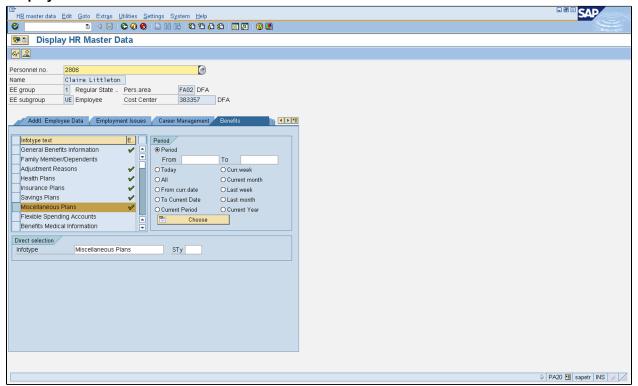| Field	R/O/C	Description
Amount	Required	View the catch-up amount. **Example:** 48.18

17. Click **Back**

Overview Miscellaneous Plans

18. Click **Back** 🔙.

Display HR Master Data

19. Click **Back** ⬅ to exit the transaction.

Next Steps

To allow the employee to view their deduction amount, print the Confirmaton letter using transaction HRBEN0015.

Summary

You have successfully displayed an employee's Miscellaneous Plan.